

## ATPA FINANCIAL REPORT - Page 1

			1. PROJECT NUMBER	
2. NAME OF GRANTEE		3. REPORTING PERIOD FROM		4. REPORTING PERIOD TO
5. MAILING ADDRESS				
6. PROJECT TITLE		7. BEGINNING DATE OF GRANT		8. ENDING DATE OF GRANT
9. EXPENDITURE ITEM	10. APPROVED BUDGET AMOUNT	11. AMOUNT PREVIOUSLY EXPANDED	12. EXPENDITURES PAID THIS PERIOD*	13. TOTAL EXPENDITURES (Col. 11 + Col 12)
SWORN EMPLOYEES				
OTHER EMPLOYEES				
VEHICLES				
FIELD OPERATIONS				
OFFICE OPERATIONS				
CONTRACTUAL SERVICES/OTHER				
TOTALS				
14. LIST EQUIPMENT PURCHASED THIS REPORTING PERIOD (Attach Copies of Invoices and Payment Vouchers)		15.		
		(A) Total Expenditures to Date _____		
		(B) ATPA Share (75% of A) _____		
		(C) ATPA Payment to Date _____		
		(D) Balance Due _____		
/ certify that this is a true and correct statement of expenditures for the above named project during the listed reporting period and that documentation to support these expenditures is available for review.				
16. LOCATION OF DOCUMENTATION				
17. NAME OF FINANCIAL OFFICER			18. TITLE	
19. SIGNATURE OF FINANCIAL OFFICER			20. DATE	
21. NAME OF PROJECT DIRECTOR			22. TITLE	
23. SIGNATURE OF PROJECT DIRECTOR			24. DATE	
<i>*Attach Expenditure Detail sheet for each Category with expenditures this reporting period.  Mail to: AUTOMOBILE THEFT PREVENTION AUTHORITY, 714 South Harrison Road, East Lansing, Michigan 48823 within 30 days after end of the reporting period. For assistance, call (517) 336-6197 or FAX (517) 336-6427.</i>				
PREPARED BY			TELEPHONE NUMBER (       )	

Submit an Original and Two Copies to the ATPA

AUTHORITY: 1992 PA 174 COMPLIANCE: Required PENALTY: Cancellation of grant/loss of funds
--

(Over)

## INSTRUCTIONS FOR PREPARATION OF QUARTERLY FINANCIAL REPORT

### I. Quarterly Financial Report Requirements:

A financial report is required for ATPA Programs; to be submitted quarterly and received by the ATPA not later than 30 days following the end of each quarter. The financial report is the partial basis for **advance of funds** or the sole basis for **reimbursement** of expenditures incurred by the grantee.

### II. Distribution:

Submit an **original** and **two copies** of the financial report to the Automobile Theft Prevention Authority, 714 South Harrison, East Lansing, Michigan 48823. Also retain one copy for your files.

*NOTE: Please ensure that all required signature obtained before submitted report to the ATPA. Otherwise, it will be returned and it will delay grant payment.*

### III. Form Completion:

Complete heading information as requested on the form.

Column 10 - APPROVED BUDGET AMOUNT. Enter total budget figures for each of the budget categories as they appear on the approved budget or the most recently approved budget revision.

Column 11 - AMOUNTS PREVIOUSLY EXPENDED. See column 13 of previous report.

Column 12 - EXPENDITURES PAID THIS PERIOD. Enter actual expenditures paid this period.

Column 13 - TOTAL EXPENDITURES. Column 11 plus column 12.

### IV. Payments Information Line 15:

(A) - TOTAL EXPENDITURES TO DATE. Enter the amount from Column 13.

(B) - ATPA SHARE. 75% of Line A.

(C) - ATPA PAYMENT TO DATE. Enter total ATPA payments received.

(D) - BALANCE DUE. Line (B) minus Line (C).